

Ms. 15

Series #2

Oct 41 - May 43

WOMEN'S INSTITUTES
MINUTE BOOK

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INSTRUCTIONS TO SECRETARIES OF WOMEN'S INSTITUTES.

CIRCULAR LETTERS.

Information and recommendations from the Department will be sent by circular letter.

ADVERTISING MEETINGS.

Secretaries should use every effort to advertise meetings to the best advantage. Posters as supplied by the Department should be put up in post-offices, stores, and other public places, and all members should be notified by means of printed post-cards, giving the date and place of meeting, names of speakers, and subjects of addresses.

REPORTS OF MEETINGS.

Monthly report forms should be used for reporting each meeting other than the annual meeting and be sent to the Superintendent of Women's Institutes, Department of Agriculture, Victoria.

Forms for the annual report and financial statement are sent out from the Women's Institute Branch at the end of the year. These should be made out in duplicate, one copy of each form being sent to the Superintendent of Women's Institutes and the other copy of each form, with 50 cents filing fee, should be sent to the Registrar of Companies, Parliament Buildings, Victoria, within ten days after the annual meeting. The financial statement must be duly audited.

LIST OF MEMBERS.

Lists of members are required by the Department at June 30th and December 31st each year. Full postal address of each member must be given.

DEPARTMENTAL LITERATURE.

Secretaries are recommended to have on supply samples of all literature supplied by the Departments of Agriculture, Health, and Education, Parliament Buildings, Victoria. This literature may be had by any member upon application. The institute, by keeping samples on file, may make known to each community the assistance rendered by the various Government departments.

It is requested that Secretaries shall keep copy of by-laws and rules and regulations in the minute-book for reference.

RESOLUTIONS.

It is recommended that all resolutions coming before the institute for consideration be posted a month before being voted upon. All information possible both for and against should be secured in order that all decisions may be based upon knowledge and a thorough understanding of the questions involved.

MINUTES OF MONTHLY AND DIRECTORS' MEETINGS.

October 8, 1941.

The October meeting of the Greenwood Home's Institute was held on Wed. the 8th. Ten members were present. In the absence of the President, Mrs. Roylance occupied the chair.

The meeting was opened with the singing of the Ode, followed by the Lord's Prayer.

The minutes of the September meeting were read and adopted on a motion by Mrs. H. Fitz, seconded by Mrs. J. McLean.

The minutes of the Directors' meeting held on Sept. 19th, were read and adopted on a motion by Mrs. J. McLean, seconded by Mrs. Gully.

It was moved by Miss Bailey, seconded by Mrs. Anne that the Treasurer's report be adopted as read. Carried.

Correspondence was read, - this included an interesting bulletin from V-Bundles of B.C.

Miss Parsons reported for the committee which purchased prizes for the Card Party and dishes.

Final plans for the Card Party were made.

It was moved by Mrs. Anne, seconded by Mrs. H. Fitz that Tues. Oct. 28 be the evening set aside for sewing for the V-Bundles, this to be in addition to the usual weekly afternoon. Carried.

It was moved by Mrs. Gully, seconded by Miss Bailey that the date

and plans for the tea be left to the Directors. Carried.

After some discussion it was decided that ¹⁰ parcels should be sent to the local men serving Overseas, there being five of them. It was moved by Miss Bailey, seconded by Mrs. Gully that two dollars (\$2.00), be allocated for each parcel. Carried. Miss Parsons, Mrs. H. Fritz and Mrs. J. McLean consented to act on the committee to purchase and mail these parcels.

Mrs. J. McLean moved that the meeting adjourn. Miss Bailey seconded this motion which carried.

Mrs. E. Fritz and Mrs. H. Fritz were tea-hostesses.

L. J. C. L. P. Pres.
J. M. Paddy Sec.

Oct. 28, 1941.

The Directors of the Greenwood Home's Institute met on Tues. Oct. 28, with 5 Directors present.

The President stated that the Hall had been hired by Frank Thompson for a party for Thursday Nov. 6, and that the members of the Institute were to take charge of the serving of supper.

Final plans were made for the tea to be held on Wed. Nov. 4, when the sewing for the V. Bundles of B.B. would be completed and on display. The public was to be invited to come, and tea was to be served by W. I. members.

The meeting was adjourned on a motion by Mrs. W. Fitz seconded by Mrs. McArthur.

E. J. Cliffe Pres.

J. M. Ready, Sec.

Nov. 12. 1941.

The regular monthly meeting of the Greenwood Women's Institute was held on Wed. Nov. 12, in the H. A. Hall with an attendance of eleven members.

After the Ode was sung and the Lord's Prayer repeated, the minutes of the October meeting were read and approved.

The minutes of the Directors' meeting held on Oct. 28, were read and adopted on a motion by Mrs. Roylance, seconded by Mrs. Jarner.

It was moved by Mrs. Gulley, seconded by Mrs. H. Fritz that the Treasurer's report be accepted. Carried.

Bills were presented and ordered paid on a motion by Mrs. Jarner, seconded by Mrs. E. Fritz. Carried.

After some discussion regarding the (fix) work necessary to have the heater installed by the City, Mrs. Gulley moved that this work be done so the stove could be left there permanently. Mrs. Jarner seconded this motion, which carried.

It was moved by Mrs. J. McLean, seconded by Mrs. Anne that the sewing machines be returned to their owners, ~~access~~ and a letter of thanks be sent the ladies for the use of these machines. Carried.

Mrs. Cliffe expressed her appreciation for the work done by the ladies on the N. Bundles, especially mentioning Mrs. Anne, Mrs. Fritz, Miss Parsons, Mrs. E. Johnson

and Mrs. Ready.

Correspondence was then read.

It was moved by Mrs. J. McLean, seconded by Mrs. Raylance that this Institute Branch support the resolution regarding Government aid to Soviet Russia. ^{Carried}

It was moved by Mrs. Gulley, seconded by Mrs. Jarner that a letter of thanks be sent Mr. Henniger for his donation. Carried.

Mrs. Jarner ^{moved} and Mrs. Gulley seconded that the Govt. grant of ten dollars, (\$10), be set aside towards the 1943 Conference fund. Carried.

The letter from the Travelling Library Commission was read and fully discussed. It was moved by Mrs. (Jarner), seconded by Mrs. Anne that this matter be dropped for six months. Carried.

Mrs. J. McLean reported that five parcels had been sent to the Overseas soldiers.

Mrs. Anne reported for the N. Bundles committee.

It was moved by Mrs. McLean, seconded by Mrs. Jarner that word be ordered from Mr. Luzzar or anyone who could bring it immediately. Carried.

It was moved by Mrs. Raylance, seconded by Mrs. E. Fritz that the Salary of the Secretary - Treasurer for 1942 remain the same. \$15. Carried.

It was moved by Mrs. Janner
seconded by Mrs. E. Fritz that the
meeting adjourn. Carried.

Mrs. Gulley and Mrs. McArthur
were tea hostesses.

E. J. Cliffe President.
J. M. Paddy, Sec.

Dec. 6, 1941.

The Directors of the Greenwood Homes
Institute met on Sat. Dec. 6th, all being
present.

The chief business discussed was the
granting of the use of the N. S. Hall for
the Community Xmas tree. It was moved
by Mrs. Roylance and seconded by Mrs.
McArthur that the Hall be given for
this purpose free of charge, the only
stipulation being that the Hall be
left as found. Carried.

It was moved by Miss Parsons,
seconded by Mrs. Fritz that the Red Cross be
given a receipt as rent paid till Feb. 1st, 1942. ^{Carried}

Mrs. Fritz moved and Mrs. McArthur
seconded that an Insurance policy for
three hundred dollars (\$300), on the contents of
the building be taken out if possible. Carried.

It was moved by Miss McArthur,
seconded by Miss Parsons that a letter
of sympathy be sent Mr. Dodd. Carried.

The meeting adjourned on a
(meeting) motion by Mrs. Roylance,
seconded by Mrs. Fritz. Carried.

E. J. Cliffe Pres.
J. M. Paddy, Sec.

December 10, 1941.

The Greenwood Women's Institute met on Wed. Dec. 10, in the W. I. Hall, with eleven members present.

The meeting was opened with the singing of the Ode, followed by the Lord's Prayer, and the Roll Call.

The minutes of the November meeting were read and approved.

The minutes of the Directors' meeting held on Dec. 6, were read and adopted on a motion by Mrs. Tanner, seconded by Mrs. McLean.

It was moved by Mrs. Roylance, seconded by Miss Bailey that the Treasurer's report be adopted as read. Carried.

Bills were then presented and ordered paid on a motion by Mrs. W. Fritz, seconded by Mrs. Tanner.

Mrs. Cliffe stated that representatives of the High School Students had asked for a reduction in the usual rental rate for the dance they had held in the W. I. Hall. After some discussion it was moved by Mrs. McLean and seconded by Mrs. W. Fritz that the amount of the rent be donated to the Students funds. Carried.

The correspondence read included a V-Bundles bulletin and the Nov. W. I. bulletin.

It was moved by Miss Bailey, seconded by Mrs. Roylance that Mrs. White, Mrs. Price and Mrs. Madge be remembered at Christmas, and that \$1.25 be allotted

for each gift. Carried. Miss Parsons and Miss Bailey were appointed to the committee to make the purchases.

Mrs. Cliffe then retired and Mrs. Raylance occupied the chair for the election of officers.

The following were the officers elected: President - Mrs. Cliffe
1st Vice-Pres. - Mrs. Raylance
2nd Vice-Pres. - Miss Parsons
Sec. - Treas. - Miss Bailey

It was moved by Mrs. McLean, seconded by Mrs. E. Fritz that the retiring Directors, ^{Mrs. McKitter, Mrs. H. Fritz} remain in office. Carried.

Mrs. Cliffe moved that the Secretary Treasurer should also be Press Correspondent. Mrs. McLean seconded this motion which carried.

The President thanked all members and officers for their co-operation in the past, also for their re-nomination of her as President, and welcomed to office the new Secretary - Treasurer, Miss Bailey.

It was decided that the Directors should as usual act as hostesses for the ~~Gas~~ Annual meeting, and that this meeting should be open to the public; also that Mr. McDevitt be asked to be guest speaker.

Mrs. Cliffe agreed to continue as the N. S. representative on the Red Cross Executive.

It was moved by Mrs. Tanner, seconded by Miss Bailey that the meeting adjourn. Carried.

Mrs. Maletta and Mrs. McLean were tea hostesses.

E. J. Cliffe Pres.
M. Bailey - Sec. - Treas.